

# VOLKERT

## Secure File Transfer Portal User's Guide

<https://SecureDocs.Volkert.com>

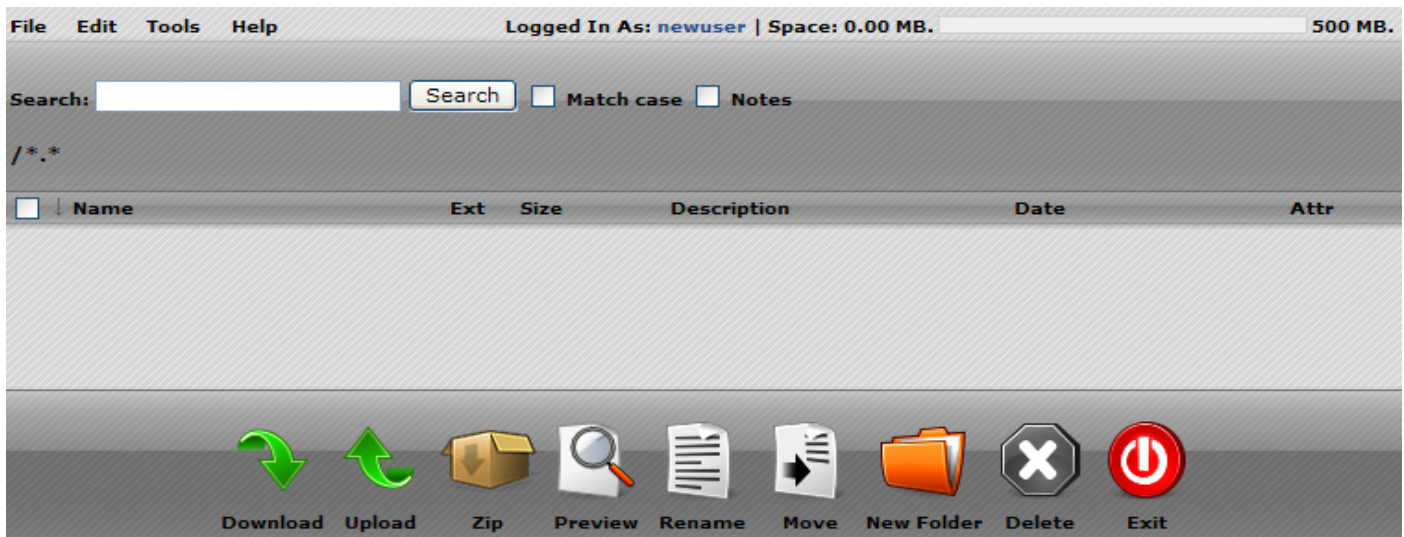
To login to the Volkert Secure File Transfer Portal you must have a user account. To sign up for a user account, browse to the Secure File Transfer site and click on "Click here to signup". When signing up for an account, it is very important for non-Volkert employees to fill out the Volkert Project Information section of the Account Signup Form. Once you have completed the Account Signup Form, you will receive an email alerting you that your account has been enabled. A new account request may take up to one business day to process.

Once you have received validation that your user account has been created, you are ready to login to the Secure File Transfer Portal. To do so, browse to the Secure File Transfer site and click on the login icon in the bottom left-hand corner of browser window. Enter your Username and Password and click on "Login".

Login Icon



Below is a screenshot of a standard user's home screen:



By default, each newly created user account has permission to perform the following:

- Download files
- Upload files (up to 500 Mb.)
- Zip and download multiple files at once
- Preview files
- Rename files
- Move files to a different directory
- Create new folders
- Delete files
- Search for files

If permissions to perform any of the above tasks are missing or if you require more space or elevated permissions, contact the Volkert IT Department at [SecureDocs@volkert.com](mailto:SecureDocs@volkert.com) or call 251-342-1070.